

# **Job Search Tools and Activities to Prepare Students for Post-Secondary Employment**



**OKLAHOMA**  
CareerTech

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# Session Activities

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- **Tic Tac Toe** — fun activity to introduce students to big picture thinking and mindset when considering long-term goals and careers; can alter this activity to fit with many kinds of lessons
- **Mr. Potato Head** — this activity will help students understand the interview process and how to feel well prepared for when that time comes
- **OKCareerGuide** – we'll look at the Job Search Tools feature (resume/cover letter/e-Profile)

\*Ask Landon and Kathryn if you would like access to additional student activities

# PIECE BY PIECE



MASTERING THE ART OF THE INTERVIEW

# EYE CONTACT

- Shows Confidence
- Shows Interest in the Interview
- Shows Professionalism
- Portrays trust and is simply good manners

# SPEAKING

- Be Clear
- Be Concise ( 2 min answers)
- No filler words (um, and, like , you know)
- Monitor your tone

# EARS

- Listen with your ears and your eyes
- Remember names
- Follow up questions



# ARMS & HANDS

- Maintain good posture throughout the entire interview
- Do not talk with your hands
- Good Firm Handshake ( start & end of the interview)



# SHOES

- Closed Toe
- Heel no higher than 3 inches
- Neutral Color
- Flats are acceptable
- Leave the flip-flops, snow boots, and tennis shoes at home

# NO DISTRACTIONS

- Breath smells clean
- Facial Hair is groomed and clean ( check with company)
- Smell good ( stay away from too much perfume or cologne)
- No wrinkles

# THINKING CAP

- Be prepared and do your research before the interview
- Practice / mock interviews
- Prepare follow up questions
- Think through your interview questions / know your resume

# 6 Takeaways

Eye Contact

Speak Clearly

Good Posture



Listen

Eliminate Distractions

Think and Prepare